

BOARD MEETING DATE: 04/21/2026

ITEM NO: X-f

RECOMMEND THAT the District Board of Trustees approve the chiller maintenance contract for NFC Main Campus to Brooks Building Solutions. This contract is a piggyback from a Florida State University contract.

Brooks Building Solutions

North Florida College

Mechanical Investment Service Proposal

Date:
1/31/2026

Prepared for:
Glenn Strickland
North Florida College
325 Turner Davis Dr
Madison, FL 32340

Prepared by:
Brian McGuffin
bmcguffin@brookssolutions.net



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Executive Summary

Glenn Strickland
325 Turner Davis Dr
Madison, FL 32340

Dear Glenn Strickland,

Thank you for taking the time to meet with Brooks Building Solutions and giving us the opportunity to provide this proposal for mechanical systems services.

Our vision and mission are to be the professional provider of comprehensive solutions and services for facilities. We are committed to finding innovative solutions to meet the specific needs of every customer.

Each proposal is designed to match your specific needs with our capabilities and provide you with reduced overall costs, improved equipment efficiency, better comfort, extended equipment life and general peace of mind, related to the HVAC systems.

After a careful survey of your mechanical systems, discussions with your staff, and evaluation of financial information, we present the following recommendations for system improvements and planned preventive maintenance.

Thank you again for your time, we look forward to working with you!

Respectfully,
Brooks Building Solutions

Brian McGuffin

Solutions Consultant



Introduction

Service Makes Sense

The value of professional service cannot be underestimated. After all, the protection of your building's assets is critical to the operation of your business and the well-being of your employees.

A professional maintenance program keeps your building healthy and running at peak efficiency. Think of it as a "physical" for your facility. Regularly scheduled maintenance ensures environmental consistency. It makes work areas more comfortable and extends the life of your heating and cooling systems. A service agreement tailored to your specific facility also allows you to identify and address minor performance issues before they lead to catastrophic repairs and/or replacement.

Brooks Building Solutions approach to service includes transparency. You'll receive a technical "menu" of the prescribed services and associated costs, along with a maintenance schedule tailored to your facility. We will also provide a detailed explanation of the service performed.

More than 80% of the overall owning and operating costs of your facility will occur AFTER construction, which is why a professionally administered maintenance program is imperative to the ongoing performance of your building. The financial and technical risks of not performing regular service are many, so why chance it?

Brooks Building Solutions is dedicated to providing customized, professional maintenance programs that take the guesswork out of protecting your valuable assets.

YOU focus on the destination. Let us help you along the journey.

Program Overview

There are numerous benefits to ensuring the overall health of your mechanical systems with a well-planned preventative maintenance program. Not only are routine maintenance activities required by equipment manufacturers to keep warranties in effect, but they also protect capital investments in expensive mechanical equipment, reduce system downtime, and ensure that equipment is running efficiently, thereby helping to control energy costs and management to adhere to operational budgets.

Program Administration



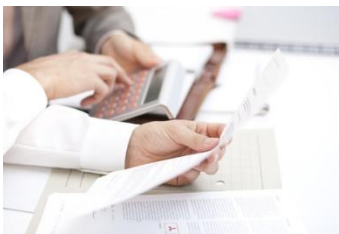
This program is professionally developed based upon your management objectives and the requirements of your mechanical equipment, design, age, use, components, and its effect on your business budgets, and personnel. The specific scope is based upon manufacturers' recommendations, and our industry experience. The proactive and reactive service of this program will be professionally managed under the direction of our professional staff. Upon completion of the service, you will receive a detailed service report outlining performed and recommended services. You stay informed, without staying involved.

Maintenance Tasking System



Preventive Maintenance Services may be scheduled using our proprietary Maintenance Tasking System. An important feature of this system is our customized service checklist, tailored to the specific systems at your facility and detailing the exact services and procedures we will perform to help keep your systems operating efficiently. Maintenance frequency is determined by an analysis of your systems, which considers variables such as your equipment's operating hours, application, environment, and manufacturer's recommendations. Based on this analysis, we will develop a maintenance frequency for your specific equipment. All completed service calls will be documented with a detailed customer service report, and this report will be reviewed with you or your representative after each service call.

Customer Service Review (C.S.R.)



The Customer Service Review (C.S.R.) program is designed to ensure that the services being provided continue to meet your changing business objectives and meet or exceed the level of services purchased. The C.S.R. program means that we must continue to earn your business. The program includes regularly scheduled communication to evaluate our service based upon your feedback and direction. It is our goal to exceed the expectations of the customer by providing quality services and on-going communication.

Operational Testing and Inspection Service



This program includes the professional operational inspection and testing of all listed equipment by a fully trained service technician. This service will ensure that equipment is operating according to manufacturers' recommendations, seasonal requirements, and your business needs. Testing will be performed to ensure proper sequencing and operation. Our highly qualified service technician will provide you with recommendations for additional maintenance, as well as identify any worn, doubtful, or broken parts.

Professional Preventive Maintenance



This program includes the highest level of professional preventive maintenance. Preventive maintenance services will be determined based upon your business objectives, risk tolerance, manufacturer's recommendations, and our industry experience. This level of professional preventive maintenance is designed to keep your mechanical assets operating at peak performance to maximize equipment life while reducing operating cost and energy consumption.

Maintenance Supplies



This program includes all required maintenance supplies to effectively implement our Professional Maintenance Program. Maintenance Supplies include a variety of materials that is required to ensure all the serviced equipment and system are proactively services based on manufactures recommendations, specifications and our experience.

Air Filter Service



Dirty filters and coils can increase your energy bills by 10-15%, according to the U.S. Department of Energy. Inefficient system operation caused by dirty filters can result in having to repair equipment more often or replace it sooner than its usual life expectancy. In some cases, dirty filters can even reduce employee productivity by aggravating employee health problems. This program includes the labor and material to inspect, clean as required and change air filters on a regularly scheduled basis.

Belt Service

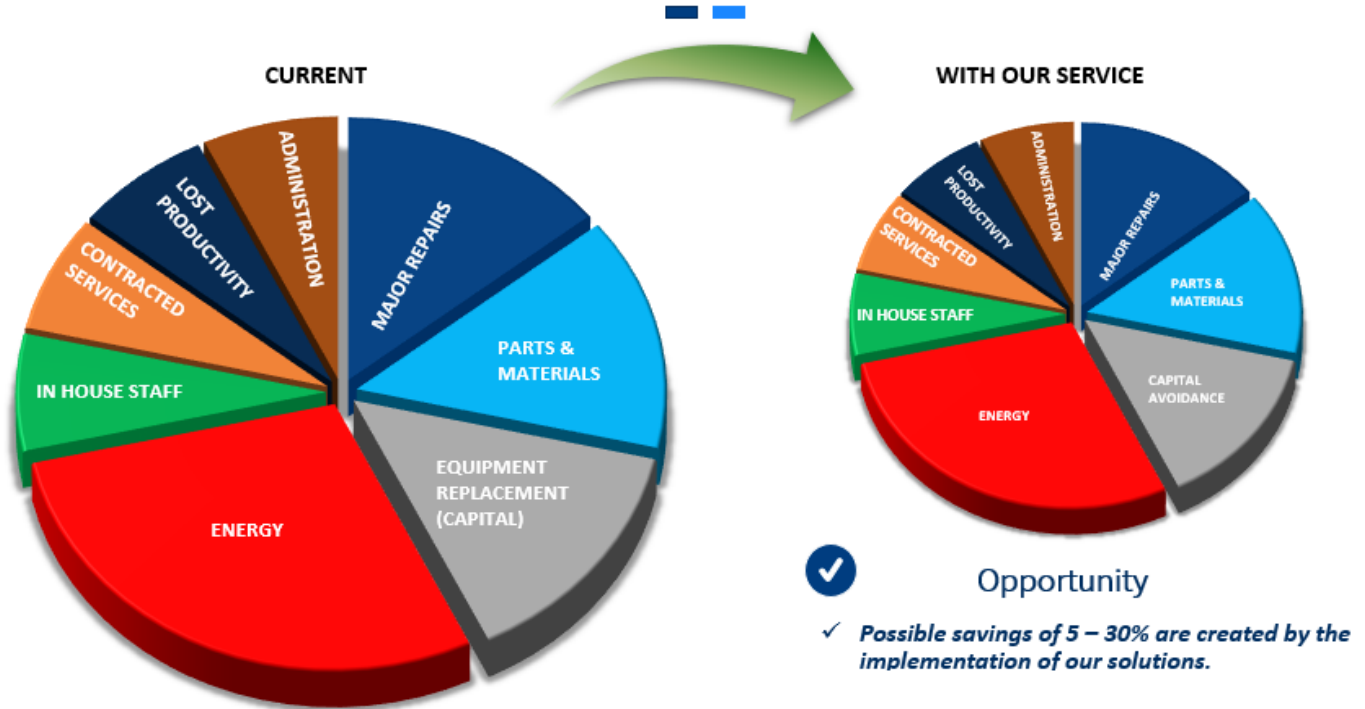


Belt inspection is particularly important to the operation because of the size of the power losses. Estimates of the energy losses due to under-tensioned drive belts can be as much as 20%. Proper belt tension is critical not only to belt life, but also to optimal drive function. This program includes the labor and material to inspect, adjust as required and change belts on a regularly scheduled basis.

MAINTENANCE IMPACT

Brooks Building Solutions HVAC maintenance program is the key to extending the life of your equipment. Our program provides the necessary labor, materials, and test equipment to perform inspection, adjustment, calibration, and testing of the system's operation. By implementing our Maintenance Program, you can ensure your system operates at optimal efficiency.

PROACTIVE APPROACH FINANCIAL SAVINGS



With Brooks Building Solutions you can expect:

- Expert operations and sales staff
- The highest standards and integrity in the industry
- Guaranteed performance
- Fast 24/7/365 emergency service
- Certified service professionals
- America's Best Service Experience
- Results oriented



According to the U.S. Department of Energy and the Building Owners and Managers Association (BOMA) energy savings of 5 to 30% can be realized through *improved operations and maintenance of building systems*.

Your Benefits

- Reduces energy consumption.
- Extends equipment life.
- Eliminates comfort problems.
- Reduces costs.
- Protects the value of your system.
- Improves system performance.
- Reduces system downtime.



Inventory of Equipment

Qty	Equipment	Manufacturer	Model	Serial#	Rating	Location
1	Fine Arts Chiller	McQuay/Daikin	AGZ040AQ2727-ER10	STNU020500241	40 Ton	Building 10
1	Gym Chiller	McQuay/Daikin	AGZ180CHHNN-ER10	STNU100400043	180 Ton	Building 12
1	Library Chiller	McQuay/Daikin	AGZ0225BSS27-ER10	STNU080500228	25 Ton	Building 4
1	Math Building Chiller	McQuay/Daikin	AGZ070CHHNN-ER10	STNU080100174	70 Ton	Building 6
1	Science Chiller	McQuay/Daikin	AGZ060BSS27-ER10	STNU060700221	60 Ton	Building 34
1	Student Center Chiller	McQuay/Daikin	AGZ080DHNN-ER10	STNU111000017	125 Ton	Building 9
1	Tech Center Chiller 1	McQuay/Daikin	AGZ160DHHNN-ER10	STNU1501000300	160 Ton	Building 13
1	Tech Center Chiller 2	McQuay/Daikin	AGZ030AS27-ER10	STNU02900144	30 Ton	Building 13
1	VHP Chiller	Daikin	AGZ120EDSENNOA	STNU230300010	120 Ton	VHP Building

Asset Maintenance Schedule

Assets									
Qty	Unit Desc.	Type	Spring	Summer	Fall	Winter	Coil Cleaning	Annual Filter Changes	Annual Belt Changes
1	Fine Arts Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Gym Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Library Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Math Building Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Science Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Student Center Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Tech Center Chiller 1	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	Tech Center Chiller 2	CHLR-SCRL-AC	1	0	1	0	1	0	0
1	VHP Chiller	CHLR-SCRL-AC	1	0	1	0	1	0	0

Tasking

Scheduled maintenance inspections are performed at various times throughout the year. Tasking Sheets provide an overview of the maintenance to be performed. Below are examples of some of the tasking that may or may not be provided.

Chillers Scroll Air Cooled

Annual Inspection

- Record and report abnormal conditions, measurements taken, etc
- Review customer logs with the customer for operational problems and trends
- Inspect for leaks and report leak check result
- Check the condenser fans for clearances and free operation
- Check tightness of condenser fan motor mounting brackets
- Check the set screws on the fan shafts
- Visually inspect the condenser coil for cleanliness
- Verify the performance of the fan control inverter VFD, if applicable
- Grease bearings as required
- Inspect the control panel for cleanliness
- Inspect wiring and connections for tightness and signs of overheating and discoloration
- Verify the working condition of all indicator/alarm lights and LED/LCD displays
- Verify the operation of the oil heaters.
- Clean the starter cabinet and starter components
- Check the condition of the contacts for wear and pitting
- Check contactors for free and smooth operation
- Verify tightness of the motor terminal connections
- Meg the motor and record readings
- Verify the operation of the electrical interlocks
- Measure voltage and record
- Record all operating parameters
- Clean air-cooled condenser per contract

Operational Inspection

- Check the general operation of the unit
- Log the operating temperatures, pressures, voltages, and amperages
- Check the operation of the control circuit
- Check the operation of the lubrication system
- Check the operation of the motor and starter
- Analyze the recorded data. Compare the data to the original design conditions
- Review operating procedures with operating personnel
- Record all operating parameters



MAINTENANCE AGREEMENT FOR ENVIRONMENTAL SYSTEMS

Company
Brooks Building Solutions, Inc.
4501 Beverly Ave
Jacksonville, FL 32210
Office Phone: 904-642-5303

Proposal Date: 1/31/2026
Proposal Number: P00213

Table with 2 columns: Bill To Identity, Agreement Location. Contains address and contact information for North Florida College.

Brooks Building Solutions will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: Planned Maintenance SCHEDULES: *Equipment Schedule

Agreement coverage will commence on 2/1/2026.

The Agreement price is \$11,300.40 per year, payable in advanced installments of \$5,650.00 per Semi-annual beginning on the effective date of 2/1/2026 through 6/30/2027.

This Agreement is the property of Brooks Building Solutions and is provided for Customer's use only. Brooks Building Solutions guarantees the price stated in this Agreement for thirty (30) days from proposal date above.

Brooks Building Solutions, Inc.

Brian McGuffin

Signature Sales Consultant

Accepted for Company by: Signature

Name & Title

Date / Phone / Fax

Customer

Signature (Authorized Representative)

Name (Print)

Title

Date



Planned Maintenance Program

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored, and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Service Provider's own experience. The Customer is informed of the agreement's progress and results on a continuing basis via a detailed Service Report, presented after each service call for the Customer's review, approval signature and record. Refer to your site specific Tasking above as it relates to Schedule 1 (Inventory or Equipment).

THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES AVAILABLE FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) IS COMPRISED OF THE EQUIPMENT LISTED IN SCHEDULE 1 (INVENTORY OF EQUIPMENT) AND THE SPECIFIC TASKING LIST ABOVE (TASKING) AS IT RELATES TO SCHEDULE 1.

TEST AND INSPECT: On-Site labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion, and draft; crankcase heaters, control system(s), etc.

*INSPECTING for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend the equipment's life and assure proper operating condition and efficiency. Typical activities include:

*CLEANING coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump, and float; chiller, condenser, and boiler tubes, etc.

*ALIGNING belt drives; drive couplings; coil fins, etc.

*CALIBRATING safety controls; temperature and pressure controls, etc.

*TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

Quoted Repair Service: Rates and Markups for quoted service repairs.

*Normal Business hours rate: \$122.00/hour

*Afterhours rate: \$183.00/hour

*Mark-up on supplies and equipment parts: 35%

EXCLUSIONS: Any scope of work or equipment not expressly identified in Schedule 1 or the Tasking section of this contract, as it relates to Schedule 1, is excluded from this agreement.

* Overtime, Weekend or Holiday Work

* Repair Work

* Water Treatment of any kind



Planned Maintenance Terms and Conditions

1. The Customer shall permit the Service Provider free and timely access to areas and equipment and allow the Service Provider to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Service Provider's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Service Provider's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Service Provider may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary, to reflect increases in labor, material, and other costs, unless otherwise negotiated upon.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become more than thirty (30) days delinquent, the Service Provider may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Service Provider's rates then in effect) over the sum stated in this Agreement.
8. Service Provider will not be required to move, replace, or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only the Service Provider's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than the Service Provider's personnel perform such work, the Service Provider may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. In the event the Service Provider must commence legal action to recover any amount payable under this Agreement, Customer shall pay Service Provider all court costs and attorneys' fees incurred by Service Provider.
11. Any legal action against the Service Provider relating to this Agreement, or the breach thereof, shall commence within one (1) year from the date of the work.



12. Service Provider shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Service Provider's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

13. To the fullest extent permitted by law, Contractor agrees to indemnify and hold harmless NFC from any claim, damage, liability, injury, expense, or loss arising out of Contractor's performance under this Agreement, except to the extent caused by the sole negligence of NFC.

14. Customer shall make available to Service Provider's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

15. Service Provider expressly disclaims all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Service Provider's work under this agreement.

16. Service Provider's obligation under this proposal and any subsequent contract does not include the identification, abatement, or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, the Service Provider's sole obligation will be to notify the Owner of their existence. Service Provider shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

17. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL SERVICE PROVIDER BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Service Provider's rates then in effect.